EXCHANGE YOUR MIND

PORTFOLIO
THOSE INDICATED HERE ARE GENERAL GUIDELINES FORMULATED AS SUGGESTIONS WITH THE PURPOSE OF HELPING THE STUDENT WHO HAS NEVER PREPARED A PORTFOLIO BEFORE OR WHO HAS ANY DOUBTS AND WANTS TO REVIEW THEIR MATERIAL.
TECHNICAL REQUIREMENTS

CHECK THE TECHNICAL REQUIREMENTS IN THE NOTICE CALL REGARDING DIMENSIONS

PORTFOLIO MAX 10 MB
PICTURES MAX 300 DPI
FORMAT A4 PDF
PROJECTS' SELECTION

1. THE PORTFOLIO MUST BE SHORT, COMPLETE AND POWERFUL. IT MUST SHOW YOUR SKILLS AND EXPERTISE.

IT IS RECOMMENDED TO INSERT BOTH ACADEMIC AND NON ACADEMIC PROJECTS, IF YOU HAD THEM. THIS WILL HELP THE COMMISSION DURING THE SELECTION.

IF YOU ARE STARTING YOUR CAREER ALSO ADD PARTIAL PROJECTS - SKETCHES, DRAWINGS, MODELS, ETC - PROVIDED THEY ARE WELL PRESENTED.

IF YOU ARE NO LONGER IN YOUR FIRST YEARS, INSTEAD MAKE A SELECTION OF THE PROJECTS THAT YOU CONSIDER THE BEST.

THERE IS NO MINIMUM OR MAXIMUM NUMBER OF PROJECTS REQUIRED.

FOCUS ON QUALITY AND NOT QUANTITY.
ACADEMIC PROJECTS

2. QUALITY NOT QUANTITY

FOR STUDENTS IN THE FIRST OR SECOND YEAR OF A THREE-YEAR DEGREE WHO DO NOT HAVE MANY PROJECTS:
THE NUMBER OF PROJECTS IS THEREFORE PROPORTIONATE TO THE YEARS OF STUDIES DONE.

FOR STUDENTS WITH AN ACADEMIC PROGRAM PRIOR TO THE CURRENT COURSE OF STUDY:
IT IS ALSO RECOMMENDED TO INCLUDE DIVERSIFIED PROJECTS IF THEY ARE CONSIDERED USEFUL AND COMPLETE ENOUGH TO DESCRIBE YOUR ACADEMIC PATH.
PROJECTS' PRESENTATION

3. FOR EACH PROJECT, PLEASE SPECIFY

- **TITLE**: Indicate the title chosen for the project.

- **SUBTITLE**: Add a short explanatory subtitle of the project.

- **SCOPE**: Specify the scope of the design to which the project refers.

- **TEACHING**: Indicate name of the course in which the project was developed and the year of creation.

- **CO-WORKERS**: Specify if it is a group project and/or if the project has been developed in collaboration with an institution or company.

- **ABSTRACT**: Write a short abstract introducing the project which describes the brief, objectives and any other useful information.
4. PICTURES

FOR EACH PROJECT IT IS RECOMMENDED TO CHOOSE IMAGES THAT ARE AS COMPLETE AS POSSIBLE.

IF THE STUDENT OWNS THEM, THEY CAN PROVIDE:
STUDIO PHOTOGRAPHS OF THE PROJECT
PHOTOGRAPHS IN CONTEXT
ANY TECHNICAL DETAILS,
3D MODELS, MAQUETTES, PROTOTYPES
VIDEO FRAMES (it is not possible to attach videos so it is recommended to select frames and insert a possible link to a YouTube, Vimeo, etc. channel)
IT IS REQUIRED THAT IMAGES DO NOT EXCEED 300 DPI
PORTFOLIO'S ORGANIZATION

5. As regards the order of the projects, the organization is free, eg:
- Chronological order
- Order by project type
- Division between academic and non-academic projects

It is recommended to prepare the portfolio in English in order to accelerate the preparation time of a further second portfolio in case the host venue requests it.
6. DURING THE SELECTION, EACH STUDENT'S PORTFOLIO WILL BE EVALUATED IN RELATION TO THE INDIVIDUAL ACADEMIC PATH.

BEWARE! SOME VERY SELECTIVE FOREIGN UNIVERSITIES PROVIDE A SECOND SELECTION ON THE BASIS OF THE PORTFOLIO. FOR THESE PLACES THE TEACHERS OF POLITECNICO WILL TEND TO SELECT THE MOST COMPLETE PORTFOLIOS IN ORDER TO THEN GUARANTEE THE STUDENT A GOOD CHANCE OF BEING ADMITTED.
6. FOR THE PARTNERS THAT ASK A FURTHER SELECTION, AFTER THE CLOSE OF THE NOTICE IT MAY BE NECESSARY TO MODIFY THE PORTFOLIO

IT IS THEREFORE ADVISED TO CONTACT YOUR PROMOTING TEACHER TO REFINE AND IMPROVE THE PORTFOLIO WITH THEIR SUGGESTIONS AND MAKE SURE THAT IT IS CONSISTENT WITH THE REQUIREMENTS OF THE FOREIGN CENTER AND WITH THE COURSE OF STUDY FOR WHICH YOU INTEND TO APPLY.

IT IS RECOMMENDED TO CHECK THE SELECTION REQUIREMENTS ON THE PARTNER UNIVERSITY WEBSITE AND TO SELECT PROJECTS IN LINE WITH THE CHOSEN COURSE AND THE SETTING OF THE SCHOOL
(Some schools prefer a more technical focus, others are academies, etc.)
PORTFOLIO'S COMPOSITION

BESIDES THE CONTENT, THE PORTFOLIO MUST HAVE AN APPEALING FORM

THIS PRESENTATION IS A DEMONSTRATION OF WHAT MUST BE GENERALLY AVOIDED, EG:

- INEXPLICABLE COLOR CHOICE
- ONE FONT FOR ALL THE CONTENTS
- EXTENSIVE USE OF CAPS-LOCK
- ABSENCE OF ANY LAYOUT STRUCTURE
- ABSENCE OF ANY VISUAL FOCUS
- ABSENCE OF HIERARCHY BETWEEN DIFFERENT CONTENTS (EXCEPT FROM COLORS)
PORTFOLIO'S COMPOSITION

- The graphic composition of the portfolio is a design itself.
- It is advisable to devise a graphic system that could be coherent from the beginning to the end of the portfolio.
- The basic rules for composition are internal coherence, correspondence with the content, and readability.
COMPOSITION TIPS

- Find a common denominator linking the projects in the portfolio
- Find relevant references for the concept chosen
- Set a grid system for ruling the layout (text columns must be designed according to the page size and font size to avoid the text-wall effect. It is advisable to have a service column on the exterior of the page for notes, captions, or short summaries)
- Select two fonts for writings (one with serif for the text and one sans serif for titles, notes, and captions. Do not use artistic or monospace families)
- Define the font size according to the hierarchy (9-10 pts for discursive text, 8-10 for captions and notes, free for titles)
- Select the pictures from your projects that are best suited to exemplify the concept
- Limit the use of colors (especially for backgrounds)